

## Minutes of CHRS Meeting September 8, 2018

Convened 9:35 AM in Main Gallery of RC

Present: Mike Adams, Richard Watts, Denny Monticelli, Steve Kushman, Scott Robinson, Jaime Arbona

Also Present: Bart Lee; John Staples joins late

1. Mike opens discussion of exhibit standardization :font standardization, etc among displays etc. GD of value of consistency in display treatments. Also discusses recent Radio World article on CHRS and the response of David Jackson.
2. (9:45 ) Steve addresses downstairs work. Trim is main job left. Also discusses the electrical work done by Kevin upstairs and down. Lighting progresses downstairs as well as gallery: fluorescents downstairs being replaced. GD of lighting upstairs and down.
  - a. GD of possible heating options for gallery. No resolution; matter tabled.
  - b. Steve covered over with building related tasks (inspections, etc). Not everything required can be handled by him alone. Cleanliness also an issue.
  - c. Steve also discusses the need for a repair service, a collections manager, and a facilities manager.

GD of collections policy and practice.

**Motion: JA: That a committee be established to create a collections policy and oversee donation acceptance. Passes by acclamation. Jaime, Scott and Bart volunteer .**

(10:30) Richard presents Treasurer's report.

- a. 408 active membership very high. New Life member. GD of possible acclamation of new Life Members.
- b. Niles proceeds over \$4K. Building fund \$16.9K. Recent notables was \$1,800 for lights. Walter reports that roof guy needs \$5,500 plus some possible add-ons. We need a budget for upcoming construction projects such as finishing gallery, etc. GD of creating an 'Master Plan' for Gallery. Richard suggests we need to create a budget and assign volunteer time to oversee Gallery finishing as Steve Kushman cannot take this on.

**Motion DM: That a Committee be created to oversee interior design of Main Gallery (MG) at a Macro level and be empowered to invite outside consultants and**

**create a proposal to the Board. Passes by acclamation. Mike, Scott and Denny volunteer. Steve to be consulted by Committee. Philip to be invited to join.**

Richard continues with discussion of MG design and recent emails exchanged about archival material and library. GD of locating archive file cabinets into aisles of library. He proposes that the radio control room be located in rear room (with files in library) and that room be made to 'look like a radio studio' with acoustic materials, etc. Being next to the Hall of Fame exhibit, this would be an effective visual for visitors.

GD of Richard's proposed layout of the control room. Bart suggests we get outside advice on safety factor of Acetate in old ET material.

**Motion Mike: to accept Richard's proposal for former archive room. Passes by acclamation. (Philip given his proxy to Richard).**

Break for 10 minutes.

Reconvene: 11:46

Richard resumes discussion of recently exchanged emails regarding administrative support. He proposes a formalize our understanding in the form of project . Bart has selected a clerk be employed. Another suggestion is for a full time ED. Richard suggests we determine our admin needs and assign them. GD.

**Jaime to organize CHR's paperwork at RC, and JA's and RW's offices.**

**Jaime to reach out to Pitcher (potential) donor re: Denny or more visiting to discuss his collection.**

Steve to coordinate a tour of SFO Museum for Board and invitees.

Steve to reach out to Bay Alarm system to update / address our existing alarm system.

GD of a facilities manager position. Steve to approach John Stuart.

Next meeting for October 27<sup>th</sup>. Also, the December schedule to be condensed. Dec. 15<sup>th</sup> to be show and tell *and* pot luck.

Motion to adjourn 12:29. Passes.

Jaime Arbona reporting

